

**Present:** Stacey Anderson, Marilyn Bejma, Cheryl Cluchey, Elise Gramza, Paula Hagstrom, Ellen Haneline, Leonard Johnson, Meegan Lillis, Elaine McCullough, Dave Nicol, Robbie Teahen, Spencer Tower, John Urbanick

**Guests:** Bruce Gilchrist, Bea Griffith-Cooper

**Absent:** Rick Van Sant

**Call to Order:** 10:00 a.m.

### **Distance-Education Students' Attendance**

Robbie reported that Baker College was audited to determine whether they correctly identified when distance-learning students began and ceased attendance. Twenty-two violations were identified in a 100-student sampling. The result is that the school must reimburse the government for financial aid for these students, go through their attendance records and identify any other violations and reimburse any aid received for these students as well. This has huge consequences for FSU, and our recordkeeping using FerrisConnect will be addressed at our next meeting.

### **Introductions**

Team members re-introduced themselves, and Marilyn Bejma was introduced as recording secretary.

### **Academic Senate**

Robbie announced the Academic Senate will appoint a representative to join our team.

### **Quality Matters/Instructional Design Capacity Development**

Bea gave an update to the group on the Quality Course Design Framework. This was an initiative emerging from the Big Tent meeting where the quality of design and the need for more design capability were discussed. A small work group explored options and decided that building more internal capacity was the right strategy for this time period. Bea distributed a hand-out of her PowerPoint presentation, as well as e-mailed it to the team. The plan is being developed with the help of Quality Matters, and their eight-point rubric for online learning design may be viewed at <http://www.qmprogram.org/rubric>. Bea feels it will take a full year to develop our design. The next steps are to consider this model, offer more training, make improvements and additions to the workshop, and plan recruitment for 2011. Robbie reported that we have carryover money that has been approved for use in development of quality courses. Robbie agreed to write an article for the Language newsletter.

### **SPARC**

Leonard chairs the Strategic Planning and Resource Council (SPARC) and announced that EMAT will be one of the topics at the December 14 SPARC meeting. SPARC meetings are always open, and it would be good to have as many EMAT members as possible in attendance on December 14. The meeting is held in the West Campus Community Center from 3:00-5:00 p.m. Marilyn will send an invitation to EMAT via

e-calendars. Leonard has asked Academic Senate to weigh in on this topic, and would like the team to discuss what we should do between now and December to get ready for the SPARC meeting. This is a topic that many people have great interest in, and may be quite controversial. There are many concerns as to no consistent online-teaching policy in place across the campus, class size, what parts advising and/or tenure play in online classes. Please send Leonard any questions and comments for the SPARC meeting. We realize we are not ready to draft an online-teaching policy as this time; but we also appreciate that the longer our current policies remain in effect, the more difficult our job will be.

#### ENROLLMENTS, WAITLISTS, AND BEGINNING-OF-SEMESTER FINDINGS

Cheryl reported that we are up six sections over last fall, and 1,743 SCH's. This is a 2.8% increase in sections. The statistics do not capture the blended classes, even those with only one face-to-face meeting. There is no way to tell by class coding how many sessions are face to face and how many are online. Robbie will attempt to gather from Records and Admissions what the total enrollment in blended courses is as opposed to last year.

John commented that there is now a \$10-per-credit-hour surcharge on online classes. Many team members were not aware that this has gone into effect. It came to John's attention because the fee is not covered under tuition waiver, and people commented when they received their bills. We understand that these fees are being kept in a separate fund, but we do not know as of now to what this money is being allocated. We will revisit this issue during, and invite Provost Erickson to, our next meeting,

We are putting so much effort, time and money into recruiting international students, only to find that we have requirements, such as a local phone number when the student only has his local number (international number to us) for an online course, that stop the registration process cold. Registration finds coding between departments and between colleges is not consistent. HLC defines an online course currently as "if 50% or more of the course requirements can be completed online, it is considered an online course."

FerrisConnect has become a student expectation but is not used by all faculty.

Bruce addressed our waitlist issues. He explained that online classes should be held for CPTS students and then released to off-campus students, but BANNER is not designed to handle this. If a student does not meet all the standards in BANNER, waitlisting is not offered. Should communications with waitlisted students be totally electronic or totally manual? It's possible to set different criteria for different courses. Courses can be removed from BANNER, changes made, and then re-entered into BANNER. Manual override is the only way to change the cap for a course. The processes now are too labor intensive. Ellen, Cheryl and Bruce will work together on what is needed to test improvements in a sampling of courses this spring semester.

Another issue is that when a student drops an online course, faculty does not know – the only action known is when a student accesses the class. We will look at the data and invite Kathy Fisher to discuss this at a future meeting.

Bruce mentioned a new feature available to us in BANNER 8: We will have the option when issuing a non-passing grade, to enter the last date attended. This will stay as part of the student's permanent record.

#### FUTURE MEETING DATES

Robbie would like to continue to meet twice a month, at least for the fall semester, and then possibly once a month thereafter. Wednesday mornings work best for the majority of team members, and 10:00–11:30 should be sufficient time.

#### NEXT MEETING

Wednesday, September 22, 2010, 10:00 a.m. in IRC 121.

Meeting adjourned 11:26 am.

Respectfully submitted,

Marilyn Bejma